

16 January 1952

MEMORANDUM FOR: Mr. Wolf

1. I can find no definite pattern or policy as to which Notices announcing the appointment of personnel to various positions are to be signed by the Director and which are to be signed by the DD/A.

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2. At the moment, Notices are actually prepared by O&M; some are signed by you, and some by the Director. I had assumed that the Director might prefer to sign appointments of some of his immediate staff. [] does not believe that this is the case and thinks that the Director would prefer not to sign anything that he doesn't have to.

3. After checking with Mr. Houston, Mr. Peel, [] and Mr. Meloon, and finding no objection on their part, I recommend that the following procedure be followed:

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All Notices announcing the appointment of personnel, ~~except possibly Deputy Directors~~, be prepared by Personnel and signed for the DCI by the DD/A. Of course, the Director's approval on appropriate positions would be obtained but he would not be requested to sign unless absolutely essential.

4. The Director may have a personal preference in this matter and I suggest, if you agree with my proposal, that you obtain his approval.

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No Change in Class.	<input checked="" type="checkbox"/>
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Class. Changed To:	TS S C
Auth:	HR 70-2
Date:	17 Nov 78
By:	OIG

L. K. WHITE

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[] has discussed above with DCI. He approves of procedure. no need for you to act on par. 4. *4m @*
request your approval on —

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